MANCHESTER HISTORIES

Connecting people through histories and heritage

Job Description:

Role: Digital Project Manager: This is Us: Tracing Manchester's Histories project.

Location: WLG.21 Samuel Alexander Building, The University of Manchester, Oxford Road Manchester M13 9PL (Hybrid working available)

Contract: Fixed term (Two years 2025 - 2027)

Responsible to: Manchester Histories CEO

Salary: £30,000 per annum

Hours: Full-time (36.00 hours per week)

Background:

This is Us: Tracing Manchester's histories seeks to reshape and redefine how Manchester's public realm reflects its rich and diverse history. Building on insights from extensive public consultations, the project will amplify underrepresented voices and confront complex legacies, including those tied to migration, the Atlantic Slave Trade and industrial exploitation.

By fostering collaboration among community groups, academic institutions, cultural partners and local authorities, the initiative will create an inclusive digital platform for storytelling and dialogue.

Through digital innovation and community-driven activities, the project will celebrate overlooked stories, support learning, and ensure accessibility for all. The project will empower communities to actively engage with their heritage, fostering pride and a shared

sense of belonging. Ultimately, it aspires to transform public spaces into more accurate and inspiring reflections of Manchester's diversity, making a lasting contribution to cultural equity and inclusivity.

Purpose of the Role:

We are seeking a dynamic and versatile **Digital Project Manager** to lead and support digital initiatives while empowering volunteers and communities through training and skill-sharing. The role involves overseeing web-based activities, managing back-end technology, and staying ahead of emerging trends such as AI and automation. The ideal candidate will have a strong technical background, excellent communication skills, and a passion for working collaboratively with a diverse range of people.

Key Responsibilities:

1. **Project Management & Delivery:**

   - Plan, manage, and deliver digital projects within agreed timelines, budgets, and scope.
   - Oversee the implementation of digital platforms, ensuring best practices and accessibility standards are met.
   - Collaborate with internal teams, volunteers, and stakeholders to ensure seamless project execution.
   - Manage project risks, dependencies, and troubleshooting effectively.

2. **Technical Oversight & Web Management:**

   - Ensure smooth operation and maintenance of back-end systems, databases, and cloud-based services.
   - Work closely with developers to optimise website performance, functionality, and security.
   - Oversee content management systems (CMS), ensuring ease of use for volunteers and team members.
   - Stay informed about new and emerging technologies (AI, automation, etc.) and assess their potential integration into projects.
   - Upload content as required

- Manage resources and upkeep of equipment as required

3. **Volunteer Engagement & Digital Training:**

- Develop and deliver tailored training programmes to upskill volunteers in digital tools and platforms.
- Foster a collaborative environment where volunteers feel empowered to contribute to digital initiatives.
- Provide ongoing support and mentorship to volunteers, ensuring skill development and confidence.
- Create clear and accessible documentation to assist with training and knowledge transfer.

4. **Digital Strategy & Innovation:**

- Contribute to the organisation's digital business plan, aligning it with current trends and future opportunities.
- Research and recommend innovative technologies that align with project goals.
- Implement solutions that enhance user experience, engagement, and accessibility.
- Monitor and analyse digital performance metrics, using insights to improve strategies.

5. **Stakeholder Management & Collaborations**

- Act as the key liaison between technical teams, volunteers, and project stakeholders.
- Translate technical concepts for non-technical audiences and vice versa.
- Work in partnership with local organisations, educational institutions, and tech communities to leverage expertise and resources.
- Ensure stakeholder expectations are managed effectively through regular updates and reports.

6. **Budget & Resource Management:**

- Identify cost-effective digital solutions and support funding applications where needed.
- Track expenditures and report financial performance to senior leadership.

Person Specification

Essential Criteria:

- **Experience:**

  - Proven experience in managing digital projects from inception to completion.
  - Strong technical understanding of web-based platforms, back-end technologies, and system integrations.
  - Experience working with volunteers, community groups, or training in a collaborative environment.
  - Familiarity with AI, automation, and emerging digital trends.
  - Experience in content management systems (CMS) such as WordPress, Drupal, or similar platforms.
  - Demonstrable experience in managing budgets and resource planning.

- **Skills & Knowledge:**

  - Strong understanding of web development concepts (HTML, CSS, JavaScript, APIs, databases).
  - Familiarity with cloud services (AWS, Azure, Google Cloud) and data management practices.
  - Ability to train and mentor individuals with varying levels of digital literacy.
  - Excellent communication and interpersonal skills, with the ability to engage and inspire volunteers.
  - Knowledge of GDPR and cybersecurity best practices in digital projects.
  - Strong problem-solving and critical-thinking abilities.

- **Personal Attributes:**

  - Passion for digital inclusion and empowering others through technology.
  - A proactive, hands-on approach with a willingness to share knowledge and support others.
  - Adaptability to work in a fast-paced environment and manage multiple priorities.

- A collaborative mindset with the ability to work effectively across teams and disciplines.
- Commitment to diversity, equity, and inclusion in digital spaces.

Desirable Criteria:

- Certification in project management methodologies (Agile, PRINCE2, etc.).
- Experience with AI and automation tools such as ChatGPT
- Familiarity with open-source technologies and collaborative development practices.
- Experience in working with charities, non-profits, or community organisations.
- Ability to create engaging digital content and campaigns.